

Absence

Absence:

• Intermittent FMLA

Manager

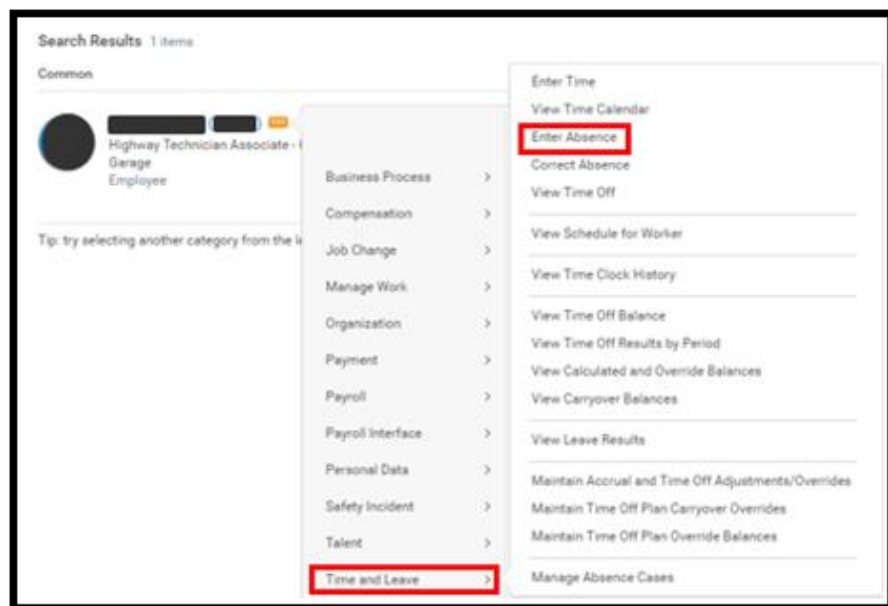
ENTERING ABSENCE OF PAID INTERMITTENT FMLA



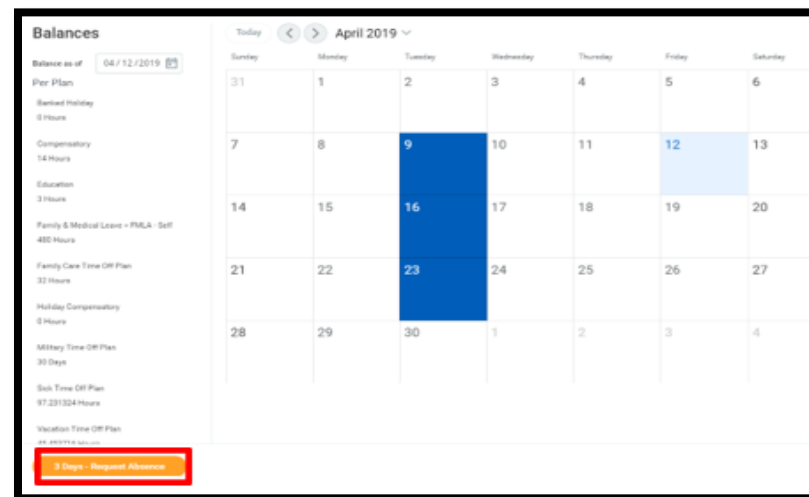
Note: If it is for caregiver, then sick will not be allowed to be used unless the employee has not used the 40 hours per fiscal year of Family Care and has 40 hours of Sick available.

From the **Search** bar:

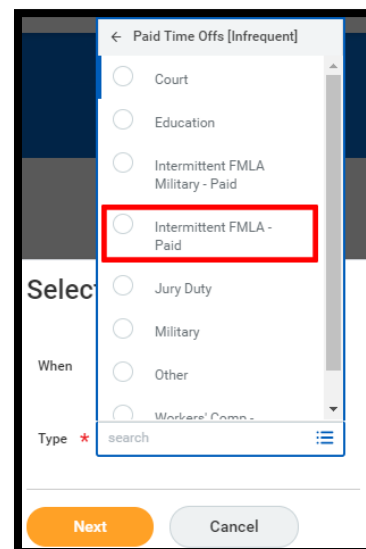
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions** Button . Then click on **Time and Leave** > **Enter Absence**.



3. Select Date(s) and Request Absence.



4. Click on in the **Type** field > **Paid Time Offs [Infrequent]** > **Intermittent FMLA – Paid**. Then click **Next**.



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- Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off.

Request	From	To	Type	Quantity per Day	Total	Action
+	04/09/2019	04/09/2019	Intermittent FMLA - Paid	2 hours	2 hours	Edit Quantity per Day
-	04/16/2019	04/16/2019	Intermittent FMLA - Paid	4 hours	4 hours	Edit Quantity per Day
-	04/23/2019	04/23/2019	X Intermittent FMLA - Paid	2 hours	2 hours	Edit Quantity per Day

- Then click **Submit**.
- This will go to HR Partner to review & approve.
- Then employee will get a **To Do: Intermittent FMLA Paid Needs Additional Paid Time Off Entry: Absence Request: Employee Name**

Instructions

The time off request includes a paid intermittent FMLA time off type. In order to ensure the employee is paid appropriately for the time off, an additional paid time off type must be entered (ex. Vacation, Sick, Compensatory, etc.).

The employee should be doing this. If the manager needs to do it for some unique reason, then from the **Search Bar**:

- Find the name of the **Employee** and click on it.
- Click the **Related Actions** Button . Then click on **Time and Leave > Enter Absence**.

Manager

- Select the **date(s)** that were selected on Step 3 and **Request Absence**.

Balances

04/12/2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

3 Days - Request Absence

- Click on in the **Type** field > **Paid Time Offs** > Select Appropriate time. Then click **Next**.

← Paid Time Offs

- ☐ Banked Holiday
- ☐ Compensatory
- ☐ Family Care
- ☐ Holiday Compensatory
- ☐ Sick
- ☐ Vacation

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Manager

13. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off. These hours should match Step 5.
14. This will automatically be approved, and it will look like below.

The screenshot shows the 'Balances' page in Workday. On the left, a list of leave types and their balances is shown: Per Plan (0 Hours), Banked Holiday (0 Hours), Compensatory (0 Hours), Education (3 Hours), Family & Medical Leave - FMLA - Self (478 Hours), Family Care Time Off Plan (40 Hours), Holiday Compensatory (0 Hours), and Military Time Off Plan (30 Days). The main part of the screen is a calendar for April 2019. The date April 16th is highlighted in blue. Below the date, there are two green checkmarks indicating that the leave has been approved: 'Intermittent FMLA' and 'Vacation'.

Balance as of	04 / 12 / 2019
Per Plan	0 Hours
Banked Holiday	0 Hours
Compensatory	0 Hours
Education	3 Hours
Family & Medical Leave - FMLA - Self	478 Hours
Family Care Time Off Plan	40 Hours
Holiday Compensatory	0 Hours
Military Time Off Plan	30 Days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 ✓ Intermittent FMLA ✓ Vacation	10	11	12	13
14	15	16 ✓ Intermittent FMLA ✓ Vacation	17	18	19	20
21	22	23 ✓ Intermittent FMLA ✓ Vacation	24	25	26	27
28	29	30	1	2	3	4

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.